

FedSource/FBA**Copier Service Request/Task Order Form****A Task Order Form must be filled out for each machine being placed**

Mail or fax form to:

FedSource, 230 S. Dearborn St., DPN 7-1, Ste. 772, Chicago, IL 60604-1505

Telephone No. 312-886-9358 Fax No. 312-886-1539

To be completed by FedSource/FBA Only

Request Date:

Task Order No.

Agency Req/ID No.

SECTION A - REQUESTING AGENCY

AGENCY NAME		COPIER LOCATION	
ADDRESS		ADDRESS	
		ROOM/SUITE NO.	
		CITY/STATE	
TELEPHONE NO.		KEY OPERATOR	
FAX NO.		E-MAIL ADDRESS	
		TELEPHONE NO.	
PROJECT OFFICER NAME:		FAX NO.	
E-MAIL ADDRESS			
TELEPHONE NO.			
FAX NO.			

SECTION B - COPIER INFORMATION

NEW INSTALL	(CHECK ONE)	PRICING OPTIONS (CHECK ONE)		ADDITIONAL OPTIONS (CHECK IF APPLICABLE)	
TERMINATION/REMOVAL		CPC		LARGE CAPACITY TRAY	
REPLACEMENT/MODIFICATIONS		FLAT RATE		DUPLEXING	
RELOCATION		LTOP		OTHER	
		PURCHASE			

SECTION C - APPLICABLE CONTRACT TERMS

PERIOD OF SERVICE: INSTALLATION DATE OF _____ THROUGH _____.

ADDITIONAL INFORMATION:

ORDERING AGENCY FUNDING AUTHORIZATION		Through the execution of this document the CO or COTR hereby accepts the task description and the Contractor's proposal as stated (including any indicated modifications). Execution of this document by the CO or COTR establishes it as an approved Task Order under the Contract.
Authorized Signature		Authorized Signature
Date		Date
Printed Name		Printed Name
Title		Title

SECTION D - VENDOR USE ONLY

CONTRACT#		DATE INSTALLED	
CONTRACTOR		SERIAL NO.	
		BEGINNING METER READ	